



**Position Title:** Part-Time CTD Lab Technician  
**Reports To:** Technology Trainer  
**Department:** College Training and Development  
**Prepared By/Date:** Jennifer Brito/6-15-2010  
**Approved By/Date:** Rhonda Berger/05-20-2011  
**Revised:** Donna French/05-20-2011

**Job Code:** 8308  
**Job Group:** R-Class  
**Salary Grade:** CT  
**FLSA Status:** Non-Exempt

**Summary:**

The Part-Time CTD Lab Technician maintains open lab hours at his or her assigned campus to assist faculty, staff, and administrators with software applications, Web-course development and course management, surveys, scanning and other technologies supported at the College.

**Essential Duties and Responsibilities:**

- Maintains Open Lab Hours
- Assists faculty, staff, and administrators with learning software and online applications
- Assists faculty in enhancing their online courses using the College's current Learning Management System
- Assists faculty with the development of Web-Enhanced or Blended (Online) Courses
- Reports any hardware problems to Campus Network Services
- Keeps lab in clean, neat, and presentable order
- Maintains the Lab computers with up-to-date software as needs arise
- Works closely with Campus Network Services (CNS)
- Prepares Lab usage report
- Assists in CT&D activities
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Must be well organized and demonstrate excellent interpersonal communication and customer service skills
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree in related field; or two years of college and one (1 year of directly related experience; or four (4) years of directly related experience in networks, operating systems (Windows and Mac), and Microsoft Software applications. All educational degrees must be from a regionally accredited institution
- Experience with digital technologies and Web applications

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name